

VIGO COUNTY COMMUNITY CORRECTIONS

Job Title: Statistical Data Coordinator

Department: Vigo County Community Corrections

Reports To: Executive Director

FLSA Status: Non-Exempt

Prepared By:

Prepared Date: 2-17-10

Approved By:

Approved Date: 2-17-10 *posted: 02-24-10*

To perform this position successfully, an individual must be responsible for collection, recording, and tabulation of vital statistics and implementation of special statistical studies required by state government. To perform this job successfully, an individual should also have knowledge of Access Database software; Excel Spreadsheet software and Microsoft Office/ Outlook Word Processing software. The skills in these areas must be of an advanced ability. The individual must also have knowledge of computer hardware, servers and networks.

Essential Duties and Responsibilities

Formulates procedures for converting raw data into statistical form, according to knowledge of accepted statistical analysis procedures.

Assists the Assistant Director in maintaining program operations including scheduling of staff, and coordinating on-going staff development.

Assist with updates and maintenance of VCCC Case Management software system through cooperation with the software provider.

Assists with ensuring computer system backups are maintained and software updates when needed.

Records and monitors all data for reports and studies on request from legislative officials, private organizations, and other interested groups.

Other duties and responsibilities may be assigned at the direction of the Executive Director/Assistant Director.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Maintains confidentiality; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback.

Change Management - Develops workable implementation plans; Communicates changes effectively; Monitors transition and evaluates results.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness

Business Acumen - Aligns work with strategic goals

Diversity - Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles

Planning/Organizing - Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B A) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations Ability to write reports, business correspondence, and procedure manuals Ability to effectively present information and respond to questions from managers.

Mathematical Skills

Ability to work with mathematical concepts such as probability and Ability to apply concepts such as fractions, percentages, ratios, and proportions

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Access Database software; Excel Spreadsheet software and Microsoft Office/ Outlook Word Processing software The skills in these areas must be of an advanced ability. Must also have knowledge of computer hardware, servers and networks.

Certificates, Licenses, Registrations

Valid Indiana Driver's Licenses

Other Skills and Abilities

Applicant must have the ability to multi- task and work at a fast pace. Applicant must also be able to work independently and have excellent organizational skills.

Other Qualifications

Must be able to attend training/meetings and overnight travel when necessary. Must be able to respond for 24 hour emergencies when necessary.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.